



## **Staff Report**

For Special City Council Meeting - 4/12/2021

### ***Subject - New Business - Discussion - Appointment of New City Treasurer / Water Clerk***

**Synopsis:** Last month, it was announced that after 17 years of service, current City Treasurer and Water Clerk, Gail Como, the voice of City Hall, would be retiring. Gail has provided excellent customer service wearing many hats, including treasurer, water clerk, and administrative duties that seemed to offer a little adventure every day. Gail handled daily changes calmly, cool, and collected. She and her sense of humor will be missed.

The City published an employment application on the City website and advertised for the position on the City blog, in The Astorian and Seaside Signal, on Workforce Oregon, and Ziprecruiter. 17 applications were received, and 3 interviews were conducted. From the beginning, one candidate stood out from the pack. City Staff is extremely impressed with Justine Hill, and would like to introduce her to you this evening. Staff is recommending Justine be appointed by motion of the Council as the new City Treasurer / Water Clerk. Upon agreement, the official job offer will be signed and dated with today's date; Justine has the offer in hand.

#### ***Council Options:***

- 1) Council make a motion to appoint Justine as the Gearhart City Treasurer;
- 2) Take other action desired by the Council.

**Recommendation:** Staff recommends the Council move to appoint Justine Hill as Gearhart's new City Treasurer.

**Legal Analysis:** As per Gearhart Charter, **Section 11. Non-Elected Officers:** *Non-elected officers will be appointed and may be removed by the mayor with the consent of the Council at any time for cause. The Council may combine any two (2) or more appointive offices. The Council may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his/her judicial functions; and, Section 23. Treasurer:* *The treasurer will serve ex officio as secretary to the Council, attend all its meetings unless excused therefrom by the mayor, keep an accurate record of its proceedings, and sign all orders on the treasury, along with the mayor or, in the absence of the mayor, the council president. In the treasurer's absence from a Council meeting, the mayor will appoint a clerk of the Council*

*pro tem who, while acting in the capacity, will have all the authority and duties of the treasurer.*

**Financial Analysis:** The salary is \$55,000 within the proposed range.

Respectfully submitted,

A handwritten signature in black ink, appearing to be the name 'Chad' written in a cursive, stylized font.

Chad